

VACANCY ANNOUNCEMENT

COURT SERVICES AND OFFENDER SUPERVISION AGENCY

D.C. PRETRIAL SERVICES AGENCY

Announcement Number: 03-22

Opening Date: June 30, 2003

Closing Date: July 14, 2003

Area of Consideration: Current and former Federal employees only

Relocation expenses are not authorized.

Job Title, Series, and Grade: Budget Analyst, GS-560-11/12

Promotion Potential: GS-560-13

Location: Office of Finance and Administration
D.C. Pretrial Services Agency

IF YOU DO NOT ADDRESS THE KNOWLEDGE, SKILLS AND ABILITIES AS STATED ON PAGE 2, YOU WILL NOT BE CONSIDERED FOR THIS POSITION!!

WE STRONGLY ENCOURAGE YOU TO FAX YOUR APPLICATION TO (202) 220-5633 OR EMAIL IT TO PSAJobs@csosa.gov. If you have questions about this vacancy announcement, please call Willette Bruton, (202) 220-5669.

Summary of Primary Duties and Responsibilities:

The incumbent of this position shall:

- Perform the majority of his/her duties in planning, analysis, formulation, justification, presentation and execution of the PSA budget. Provide advice to management and recommend policies and procedures for budget development. The minority duties of the position will include basic execution functions, including but not limited to, account analysis, obligation input and analysis.
- Review and analyze PSA current and long-range operating and management programs and related fiscal requirements; develop systems and procedures for annual budget estimates, supporting data and justification; draft proposed appropriations language and testimony.

- Analyze pending legislation or other external actions in the courts or criminal justice system, or internal program proposals that may affect PSA funding.
- Analyze trends and make recommendations for cost reduction, increased efficiency or revised funding levels.
- Prepare a variety of regular and special reports for use by PSA management and external agencies.
- Perform other duties as assigned.

The full range of duties and responsibilities is performed at GS-13. While serving at GS-11 or GS-12, the selected candidate will have commensurate adjustment in range of duties and level of supervision and responsibility.

Qualification Requirements:

- One year of specialized experience related to the duties of the position comparable in difficulty and responsibility to the GS-9 level to qualify for GS-11, or to the GS-11 level to qualify for GS-12.

Mandatory Selective Factor

Knowledge of the budget formulation cycle with demonstrated experience in the preparation and implementation of budget guidance data calls, coordination of program/organizational initiatives, and budget submissions to the Office of Management and Budget (OMB).

All Qualification Requirements must be met within (30) days of the closing date of this announcement.

Knowledge, Skills and Abilities Required:

1. Knowledge and understanding of the Federal budget process (i.e., OMB policies, directives, regulations and circulars, primarily OMB circulars A11 and A76).
2. Ability to write and edit budget justifications. (Provide example(s).)
3. Ability to formulate budgetary requirements through the use of computer software such as Microsoft Excel, Word and PowerPoint.
4. Ability to analyze and develop current and projected budget operating programs.
5. Skill in oral communication with clients at all levels and representatives of other Federal agencies.

Other Information:

The District of Columbia Pretrial Services Agency (PSA) is a federal executive branch investigation and supervision agency for defendants who are released into the community while awaiting trial in both the D.C. Superior Court and U.S. District Court. PSA is an independent entity within the Court Services and Offender Supervision Agency (the Agency). The Agency is primarily responsible for providing community supervision of offenders who have been placed on probation or released on parole. PSA is committed to honoring the constitutional presumption of innocence and enhancing public safety. Its mission is to 1) formulate recommendations that promote the use of least restrictive nonfinancial pretrial release and 2) provide effective community supervision for defendants to ensure court appearance, promote public safety, and address social issues that contribute to crime. The selected individual receives an excepted service appointment.

How to Apply:

Interested applicants must submit:

- (1) A resume or application form (SF-171 or OF-612). Indicate the lowest grade you will accept and provide salary information with each position described on the application.
- (2) A supplemental sheet addressing each of the knowledge, skills and abilities listed above. You must indicate demonstrated experience and education in each factor.
- (3) A copy of your most recent Notification of Personnel Action (SF-50)
- (4) A copy of your most recent performance evaluation.

Submit your application package to:

D.C. Pretrial Services Agency
Human Resources Unit
633 Indiana Avenue, NW—Suite 1170
Washington, DC 20004-2903
Or Fax to: (202) 220-5633
Or Email to: PSAJobs@csosa.gov

Applications must arrive by the closing date of this announcement to receive consideration.

U.S. CITIZENSHIP IS REQUIRED.

Reasonable Accommodation: This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the

application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Veterans' Employment Opportunities Act of 1998: Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. If you are applying under this provision, please submit a copy of your DD-214.

Veterans' Preference: If you are claiming 5 Point Veterans' Preference, please submit your DD-214, Certificate of Release or Discharge from Active Duty. If you are claiming 10 Point Veterans' Preference, you will need to submit Standard Form 15, Application for 10-Point Veterans' Preference, and the accompanying documentation required to demonstrate the basis for the preference. The SF-15 is available from any Federal personnel office or on the OPM website at www.opm.gov/forms.

Conditions of employment:

Male applicants born after December 31, 1959, who are at least 18 years of age must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

All applicants are subject to a comprehensive criminal background investigation and are required to submit to urinalysis to screen for illegal drug use prior to appointment.

The D.C. Pretrial Services Agency is an Equal Opportunity Employer.